

Calhoun County Land Bank Authority

Neighborhood Stabilization Program 2

Request for Proposal: Environmental Abatement Lead Based Paint – Asbestos

BID NUMBER: #04-CCLBA-2011

DATE ISSUED: February 11, 2011

DATE DUE: February 24, 2011; 3:00 PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI.

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority
The City of Battle Creek
Calhoun County Land Bank Authority (CCLBA)

Para una versión en Español, por favor llamar a Nina Smith – 269-781-0806



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REQUEST FOR PROPOSALS – RISK ASSESSMENT SERVICES

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority. THE CALHOUN COUNTY LAND BANK AUTHORITY invites the submission of proposals from Certified Abatement Companies (contractors) specializing in the abatement of asbestos prior to demolition of structures or abatement of lead based paint hazards and asbestos for rehabilitation of structures. Certified Abatement Companies with demonstrated experience in these areas and an interest in making their services available to THE CALHOUN COUNTY LAND BANK AUTHORITY are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in the abatement of hazardous materials and is capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of THE CALHOUN COUNTY LAND BANK AUTHORITY or any respondents. THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall THE CALHOUN COUNTY LAND BANK AUTHORITY be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from THE CALHOUN COUNTY LAND BANK AUTHORITY for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CALHOUN COUNTY LAND BANK AUTHORITY. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CALHOUN COUNTY LAND BANK AUTHORITY has adopted purchasing policies and procedures for procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work on or before the times outlined in the Scope of Services. Due to the time constraints necessary to fully comply with all requirements of the Neighborhood Stabilization Program, it is imperative that the successful respondent meet or exceed all deadlines. The CCLBA may select more than one service provider from the proposals submitted in order to obtain the most qualified firm(s) or individual(s) for abatement services in order to ensure timely completion of the requested services.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 18 months, with the possibility of an extension. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Battle Creek received \$4,501,000 and the Calhoun County Land Bank Authority received \$3,218,839 for a total award amount of \$7,719,839 to assist the targeted census tracts in the City of Battle Creek.

E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/ns2_nofa.pdf

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

THE CALHOUN COUNTY LAND BANK AUTHORITY seeks sealed proposals from Respondents to abate hazardous materials from properties located in targeted neighborhoods and census tracts in the City of Battle Creek. (*See Appendix A – NSP2 Boundaries and Map.*)

THE CALHOUN COUNTY LAND BANK AUTHORITY is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers and through the State of Michigan tax foreclosure process for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. During the program period, which ends February 10, 2013, THE CALHOUN COUNTY LAND BANK AUTHORITY anticipates up to 350 assignments across the respective NSP2 areas. Further, THE CALHOUN COUNTY LAND BANK AUTHORITY anticipates multiple requests within a short timeframe. Properties are foreclosed, and anticipated to be vacant. Arrangements will be made by THE CALHOUN COUNTY LAND BANK AUTHORITY to schedule entry to the respective properties.

Selected Respondents will be required to export completion reports and disposition receipts from an accredited landfill to THE CALHOUN COUNTY LAND BANK AUTHORITY via Excel, Word or CSV file.

LEAD BASED PAINT ABATEMENT: Abatement for lead-based paint, as stated in Federal Regulations 24 CFR Part 35.132(a), shall be abated in accordance with the methods and standards established by the State of Michigan and or the Environmental Protection Agency (EPA).

The Contractor is to perform lead abatement on all painted surfaces inside and outside of the structure; and, all accessory structures (garages, sheds, fences, etc) pursuant to the Lead Based Paint/Risk Assessment Survey which will be provided. The survey shall list the areas tested and whether lead was found. The abatement must be completed in a manner that will provide a successful “Final Clearance Examination” which shall be performed by a certified person meeting the clearance levels in accordance with the current U.S. Department of Housing and Urban Development (HUD) and/or the State of Michigan or those standards set forth by the EPA at 40 CFR 745.227(b), whichever is more stringent shall apply. Abatement of Lead Based Paint may not be required on all structures in that the rehabilitation contractor may be required to abate Lead Based Paint as part of their contract.

ASBESTOS CONTAINING MATERIALS ABATEMENT: The abatement shall be performed in accordance with the methods and standards established by the State of Michigan and or the Environmental Protection Agency (EPA).

The actual abatement shall be performed utilizing and complying with OSHA, MIOSHA, NIOSHA, MDPH, and EPA approved methods.

CAPACITY: The CCLBA, in order to meet certain deadlines, will require the successful respondent to perform 8-10 abatements per week. It is important that all respondents clearly express in their response their ability to meet these expectations.

WRITTEN REPORTS: The Contractor shall be responsible for preparing or causing to have prepared final compliance reports for payment and use by the Calhoun County Land Bank Authority or in certain cases, the City of Battle Creek.

Reports shall contain control options for either asbestos or lead based paint, depending on the type of report written.

Reports shall contain property address, abatement methods, materials abated, disposition receipts, any permits or correspondence from local or state agencies, and a letter stating that all hazardous materials pursuant to the environmental survey have been abated.

Reports are due within five (5) working days following completion of field activities. The original report shall bear the signature of a person certified in Lead Based Paint abatement or asbestos abatement which ever applies.

Contractors shall begin abatement within five days after notification and receipt of the environmental assessment survey from the Calhoun County Land Bank Authority unless directed otherwise.

ALL WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units

24 CFR 570.604 – Environmental Review

24 CFR 570.605 – National Flood Insurance Program

24 CFR 570.606 – Displacement, Relocation and Acquisition

24 CFR 570.607 – Lead Based Paint

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

Executive Order 11246

Services shall be provided on an “as needed” basis. The CCLBA does not guarantee a minimum quantity. The CCLBA expects to require Lead Based Paint abatement for an unknown number of properties. The CCLBA expects asbestos abatement on approximately 200 properties. The CCLBA reserves the right to increase or decrease the quantity based on available funding or other needs during the term of the contract.

Proposals shall be guaranteed for a period of 18 months with an option to re-new for an additional 12 months or until the end of the grant period (FEB 10, 2013). Prices shall remain the same during the extended term. Any additional proposed cost must be provided as bid alternatives.

The Calhoun County Land Bank Authority reserves the right to select the contractor that best meets the CCLBA’s goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA. The CCLBA may select more than one service provider from the proposals submitted in order to obtain the most qualified firm(s) or individual(s) for abatement services in order to ensure timely completion of the requested services.

THE CALHOUN COUNTY LAND BANK AUTHORITY requires Lead-Based Paint and Asbestos Abatement by a qualified person certified under the Federal certification program or under a accredited State certification program.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, THE CALHOUN COUNTY LAND BANK AUTHORITY will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Experience in Lead Risk Assessment and Asbestos Assessment

Capability of Contractor and its Personnel

Price
Qualifications
Completeness of Response
Locality of Business
Section 3 Certification or MBE/WBE

A. Experience and Capacity

A point system is to evaluate the experience and capacity of the Respondent including locality and HUD Section 3/MBE/WBE (*See Appendix B*)

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #04-CCLBA-2011. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted via email to lobrig@calhouncountymi.gov by 5:00 pm Wednesday January 26, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Friday, January 28, 2011.

THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contract.
3. Non-For-Profit Documentation if applicable
 - IRS 501(c)(3) determination
 - Articles of Incorporation
 - Corporate By-Laws
 - Listing of Board Members
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and THE CALHOUN COUNTY LAND BANK AUTHORITY in determining the Respondent's financial condition. THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking this information to ensure that the respondent has the financial stability and wherewithal to assure good faith performance.
5. Evidence of Lead-Based Paint/Asbestos Abatement certification under the Federal certification program or under an accredited State certification program.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CALHOUN COUNTY LAND BANK AUTHORITY. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in lead-based paint - asbestos abatement and report writing in compliance with HUD standards. Capacity to produce housing and lead-based paint abatement and final compliance reports in an electronic format on a weekly basis.
2. Pricing proposal associated with each of the three environmental assessment surveys in appendix C.
3. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

SELECTION PROCESS

The Selection Committee comprised of THE CALHOUN COUNTY LAND BANK AUTHORITY staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP and can meet the capacity requirements.

QUESTIONS

Written questions must be submitted via email to lobrig@calhouncountymi.gov by 5:00 pm Wednesday February 16, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Friday, February 18, 2011.

SUBMITTAL DUE DATE

Responses to this RFP are due by 3 **P.M. (local time) on FEBRUARY 24, 2011**. The prevailing clock shall be www.time.gov

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

**Calhoun County
CCLBA
Purchasing Department
315 W. Green St.
Marshall MI 49068
ATTN: Leslie R. Obrig**

LATE PROPOSALS WILL NOT BE CONSIDERED

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to THE CALHOUN COUNTY LAND BANK AUTHORITY is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ☐ Letter of Interest
- ☐ Certification
- ☐ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- ☐ Evidence of Insurance
- ☐ Abatement of Asbestos License and or Certification
- ☐ Lead-based Paint Abatement Certification
- ☐ Evidence of Financial Stability
- ☐ References
- ☐ Conflict of Interest Statement & Supporting Documentation:
- ☐ Description of Company
- ☐ Capacity of Company
- ☐ Pricing Proposal based on the three surveys in Appendix C
- ☐ MBE/WBE, Local Hiring, HUD Section 3, if applicable
- ☐ RFP Submittal Requirements Checklist

[illegible]

NSP2 Income Eligible Census Tracts for Demolitions

APPENDIX B

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

D. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing housing inspection and specification writing services

Less than one (1) year of experience in the abatement of Lead Based Paint and Asbestos	5 Points
One (1) to three (3) years of experience in the abatement of Lead Based Paint and Asbestos	10 Points
Greater than ten (10) years of experience in the abatement of Lead Based Paint and Asbestos	20 Points

2. Capacity to provide abatement services and ability of the firm to meet timelines.

Demonstrated capacity and experience to produce less than (5) asbestos and lead-based abatements per week.	5 Points
Demonstrated capacity and experience to produce up to (10) asbestos and lead-based paint abatements per week.	15 Points
Demonstrated capacity and experience to produce greater than (15) asbestos and lead-based paint abatements per week.	25 Points

3. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

4. Local Preference

Principal Business Office Location within 20 miles of Battle Creek, MI	20 Points
Principal Business Office Location within 40 miles of Battle Creek, MI	10 Points
Principal Business Office Location outside 40 miles of Battle Creek, MI	5 Points

5. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	10 Points

NOTE: RE APPENDIX C

APPENDIX C IS POSTED SEPARATELY IN PDF FORMAT ALONG WITH THE RFP DOCUMENT AND IS TO BE CONSIDERED AN INHERENT PART OF RFP#04-CCLBA-2011.